

Kaua`i Community Alliance

The Kaua`i Chapter of
BRIDGING THE GAP,
The Neighbor Island
Continuum of Care

2022 Membership Packet & Bylaws

Kaua`i Community Alliance (KCA)

LETTER OF COMMITMENT

Kaua`i Community Alliance (hereinafter referred to as “KCA”) is a membership organization of affordable housing, homeless service providers, other professionals, local and state government, consumers and other community representatives located on Kaua`i. KCA is a local coordinating chapter that develops recommendations for programs and services as a member of the larger BRIDGING THE GAP (hereinafter referred to as “BTG”) balance-of-state group. BTG is the neighbor island Continuum of Care (hereinafter referred to as “CoC”) and provides direction and response U.S. Housing and Urban Developments (HUD) CoC annual competition for homeless assistance funds. BTG is comprised of local CoC chapters for each of the neighbor island rural counties (Kaua`i, Maui and Hawai`i). KCA is the local BTG Chapter for Kauai County. As a member of BTG, KCA works collaboratively with the other county chapters, at large BTG members and State Homeless Programs Office (HPO). KCA also assists in implementing new or expanded programs while preserving effective existing programs.

Our Mission...

To end homelessness on Kauai through collaborative, coordinated, and effective service delivery in alignment with statewide efforts.

Our Goals...

1. Build and maintain a community-based process that supports BTG.
2. Develop a full continuum of homeless and housing services.
3. Ensure that homeless persons are treated with dignity and care.
4. Engage in planning and evaluation to maximize the use of all available resources.
5. Advocate for policy changes that promote a comprehensive, long-term approach to solving homelessness.
6. Work collaboratively with other agencies and groups throughout the state of Hawai`i.
7. Provide public education and awareness of issues relating to homelessness.

**KAUAI COMMUNITY ALLIANCE
BRIDGING THE GAP
AGENCY MEMBERSHIP FORM**

As a member of Kauai Community Alliance, _____
(Organization/Agency Name)

Commits to do the follow:

- Support the mission, goals, processes, and leadership of KCA and BTG
- Be a member in good standing
 - Current with dues
 - Attend 75% of meetings to date.
- Prepare for each meeting by reading all pre-distributed material
- Actively participate in all KCA convened meetings from beginning to adjournment;
- Choose **at least 1** committee to actively participate in.
 - HMIS Data & Advocacy & Awareness Committee**
 - Homeless Awareness Week & Project Connect Committee**
 - Planning & Point In Time Count Committee**
- Share information from KCA with your group or organization represented and obtain feedback for KCA;
- Provide public education and awareness of issues relating to homelessness.
- Provide written notification to KCA Chair of membership, agency, and staff representative changes.

Given the responsibilities and time commitment of participation in KCA and its committees, I agree to join according to the following category: (check one box)

- Business Membership - \$50.00
- Community Partner Membership - \$20.00
- Associate Partner Membership (government agencies)- \$0.00, (must submit a fee-waiver request)

I have read and understand this letter of commitment and I will respect its spirit as well as its wording. I will be the voting member of my agency:

Printed Name/Title: _____

Organization's Name: _____

Organization Address: _____

City: _____ Zip: _____

Email: _____ Phone #: _____

Signature: _____ Date: _____

KAUAI COMMUNITY ALLIANCE

Chapter Bylaws

I

Purpose

A. Name

The name of this interagency coalition is KAUA'I COMMUNITY ALLIANCE, hereinafter referred to as "KCA"

B. Description

KCA is a membership organization of affordable housing and homeless services providers, other professionals, local and state government, consumers and other community representatives located on Kaua'i. KCA is a local coordinating chapter that develops recommendations for programs and services as a member of the larger BRIDGING THE GAP (hereinafter referred to as "BTG") balance-of-state group. BTG is the neighbor island Continuum of Care (hereinafter referred to as "CoC") and provides direction and response to HUD's CoC annual competition for homeless assistance funds. BTG is comprised of the local CoC chapter's rural counties (Kauai, Maui and Hawaii). KCA is the local BTG chapter for Kauai County. As a member of BTG, KCA works collaboratively with the other county CoC chapters. KCA also assists in implementing new or expanded programs while preserving effective existing programs.

C. Mission Statement

To end homelessness on Kauai through collaborative, coordinated, and effective service delivery in alignment with statewide efforts.

D. Goals

1. Build and maintain a community-based process that supports the BTG.
2. Develop a full continuum of services
3. Ensure that homeless persons are treated with dignity and care
4. Engage in planning and evaluation to maximize the use of existing resources
5. Advocate for policy changes that promote a comprehensive, long-term approach to solving homelessness
6. Work collaboratively with other agencies and groups throughout the state of Hawaii
7. Provide public education and awareness of issues relating to homelessness.

II

Membership

A. Membership in Good Standing

Each individual or agency who is categorized as Business, Community Partner or Associate members for that year and attended 75% of meetings to date will be allowed one (1) vote whenever an action goes through the decision making process (see section 6). Each agency who is current in their dues (unless Associate members or members on approved dues

waiver for that year) will designate one voting member to represent the interest of their agency. If the designated representative is unable to attend a voting meeting, he/she may assign a substitute representative from the same agency to vote in his/her absence. The Treasurer will keep an updated list of the voting representatives of agencies who are current in their dues and/or individual members for the purposes of identifying who at a given meeting is eligible to vote and if quorum can be met at a given meeting. Agencies or individuals who are not current in their dues or do not meet the meeting attendance requirements will have no voting representation until their dues are made and/or their attendance improves.

III Officers

A. Number and titles

The Executive Committee shall be composed of 4 members who are voted annually from the general membership of eligible voting KCA members. The 4 members will include the KCA Chairperson, KCA Vice-Chairperson, KCA Secretary and KCA Treasurer. An optional 5th member shall be the Past-Chairperson.

B. Election and Term of Office

KCA officers shall be elected at either the last scheduled KCA general meeting of the year of the term expiring or the earliest scheduled general meeting of the new term. Officer terms will run January 1st through December 31st of the same year. There is no limit to the number of consecutive terms officers can serve.

C. Vacancies

In the event that any office of the Executive Committee becomes vacant, the majority of the officers may elect a KCA member in good standing to fill the seat for the remainder of that year.

D. Authority

The Executive Committee shall bear full executive authority over the daily operations and function of KCA and KCA's representation and participation on the BTG.

E. Officer Position Descriptions

Chairperson

Schedules and facilitates the KCA executive and general meetings, and any other special meetings or task forces. Serves as the primary liaison, media contact and/or public speaker on behalf of KCA. Writes letters on behalf of KCA, attends statewide meetings and other task force meetings related to homeless issues. Serves as the primary contact for police and city officials regarding sweeps, crackdowns, or other activities related to homeless issues.

Vice-Chairperson

Assists the KCA Chairperson with the scheduling and facilitation of the KCA executive and general meetings, and any other special meetings or task forces. Serves as the secondary liaison, media contact and/or public speaker on behalf of KCA. Serves as the secondary contact for police and city officials regarding sweeps, crackdowns, or other activities related to homeless issues. Assumes the duties of the KCA Chairperson in their absence.

Secretary

Serves as general recorder of all KCA history. Records meeting minutes, disseminates information, coordinates general and executive meeting dates and locations, and posts announcements. Maintains and updates KCA roster, email lists and contact information.

Treasurer

The KCA Treasurer is responsible for managing all fiscal aspects of KCA and reports to the KCA Chairperson and Executive Committee. Reports monthly balance at general meetings and works with the KCA Secretary to maintain the KCA member status report detailing KCA members and their appropriate membership status for voting eligibility. *Refer to Section VII Financial Practices for details*

IV**Committees & Participation****A. Membership on Committees**

All KCA members will be encouraged to join at least one committee based on availability, area of interest, and potential resources.

B. Committee Attendance

Attendance at committee meetings will be recorded and submitted as part of the general overall participation count submitted to BTG as part of their review of the CoC application.

C. Committee Descriptions**Executive**

Facilitated by KCA Chairperson and attended by eligible elected members as determined by the member status report. The Executive Committee oversees the day-to-day operations of KCA and serves as the direct link and representation on the BTG executive board. The Executive Committee develops the agenda for the KCA general meeting, develops action steps to meet KCA identified priorities, requests information from the county and state on behalf of KCA, and represents KCA at key county, state, or related governmental or political meetings.

Awareness

This committee coordinates the annual Homeless Awareness Week and any additional and/or ongoing awareness and education-related activities within the community, political arena, and the schools.

D. Ad-Hoc Committees

Additional ad-hoc committees may be created and dissolved based on need or purpose as provided in the KCA general membership. Ad-hoc committees can be created or dissolved upon successful motion of recommendation to create or dissolve and by adoption by a simple majority of eligible voting members.

E. Participation

All KCA members shall be expected to actively participate in KCA and BTG functions and activities as part of the overall CoC process. Active participation includes attendance at KCA general meetings as well as participation on any KCA committees. All KCA members who receive CoC funding are reminded that active participation is a requirement and evaluation criteria for continued or new CoC competitive funding.

**V
Meetings**

A. Open Meetings

KCA meetings, whether in-person or online, are open to the public. Anyone interested in participating in a meeting may gain access by contacting the KCA Secretary to be added to the email distribution list. The KCA Secretary will record all attendees on the general meeting sign-in sheet. All are invited to share their opinions and ideas that contribute to our collaborative effort.

B. General KCA Meeting Time

The General Meeting for all members is held once a month either in-person at the Piikoi Building, or virtually. Specific meeting times and dates are open to discussion. Changes can be made by a simple majority of eligible voting members. The meeting's agenda is to be determined by the Executive Committee. Any guest speakers or presenters of information not directly related to homelessness, will be asked to present at the end of a given meeting. The Executive Committee will confirm date, time and location (providing all necessary virtual links) through email correspondence.

C. Committee Meetings

Each committee will meet at its discretion based on availability of the current committee. Decisions made at committee meetings will be brought to the Executive Committee meeting for discussion and inclusion in the general meeting's agenda.

D. Executive Committee Meeting

The Executive Committee will meet at its discretion before each general meeting in order to draft the agenda for the following general meeting, discuss urgent issues, and address other issues before presentation to the general membership.

VI Decision Making

A. **Agendas and Actions**

Agendas shall be emailed to all KCA members approximately 1 week prior to the general KCA meeting. Agenda items shall be listed topically and items needing member approval shall be listed as such under appropriate business topic. Agencies or individual members who wish to propose agenda items should submit to the Executive Committee at least 1 week prior to their meeting.

B. **General Meeting Actions**

Action items needing member approval shall be discussed and approved by a majority vote during the meeting at which they are discussed. A quorum of voting members must be present at the meeting in order to approve action items. A quorum will be defined as 50% of members in good standing. Any member has a right to call a motion or any action to vote.

C. **Electronic Actions**

Urgent items that need member approval in between the general KCA meetings shall be emailed to the KCA voting members. A quorum will be needed to discuss/respond via email within 48 hours, and a majority of the quorum will be needed to determine approval of electronic requests for action. Emails requiring actions from voting members will have "Action Required:" in the title of the email.

VII Financial Practices

A. **Treasurer**

The KCA Treasurer is responsible for managing all fiscal aspects of KCA and reports to the KCA Chairperson and Executive Committee. KCA's fiscal year starts January 1st and ends December 31st of each calendar year. Treasurer holds all financial information in a neat and organized manner, passing it on to the next Treasurer in good condition.

B. **Taxes**

The Treasurer is responsible for State of Hawaii General Excise taxes and related forms to the State Tax Office.

C. **Non Profit Status**

The Treasurer to maintain nonprofit status in good standing.

D. **Deposits**

Donations and annual dues from members will be given to the Treasurer to be recorded as paid in the ledger for the year and then deposited. The Treasurer will keep any letter of commitment included in payments for recording membership information.

E. Expenditures

a. Payments

The Treasurer is responsible for payment of invoices for goods and services purchased by KCA. This must be done in a timely manner.

b. Reimbursements

The Treasurer can reimburse members for expenses incurred on behalf of KCA if such item has been pre-approved by the KCA Chairperson and it is accompanied by a receipt for such expense. Any check \$200 or larger requires two authorized signatures. No one is permitted to write a reimbursement check to him/herself for any amount.

F. Signers

The Executive Committee must have 2 members registered with Central Pacific Bank as check-signers.

**VIII
Ratification**

A. Ratification

The KCA Bylaws are hereby ratified upon majority vote by KCA members in good standing and whose ratification results are recorded in the official meeting minutes in which the vote occurred.

B. Rescission

The ratified KCA Bylaws will rescind all previous versions and revisions of the Bylaws.

**IX
BTG Governance**

A. BTG Bylaws

As a chapter of the BTG, KCA will also be governed by the Bylaws of the BTG. The BTG Bylaws will be included with the KCA Bylaws by the KCA Management Board.

B. BTG Membership

All KCA members in good standing are considered members in good standing of the BTG.

C. Conflict

In the event of an unforeseen conflict of action between the BTG Bylaws and KCA Bylaws, the BTG Bylaws will prevail.